

KSU RECORDS MANAGEMENT NEWSLETTER

Issue 3

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Kansas Open Meetings Act

The Kansas Open Meetings Act (KOMA) requires that meetings of public bodies, including university committees, be open to the public to ensure transparency in decision-making. A "meeting" under KOMA includes any gathering, whether in person, by phone, or online, of a majority of a committee to discuss university business.

If a committee needs to discuss sensitive topics such as personnel matters, legal advice, or negotiations, it may enter an executive session, a closed portion of the meeting. However, this requires a formal motion stating the reason, the topic, and when the open meeting will resume. No binding decisions can be made during executive sessions; all votes must occur in open meetings. Secret ballots are prohibited for official actions.

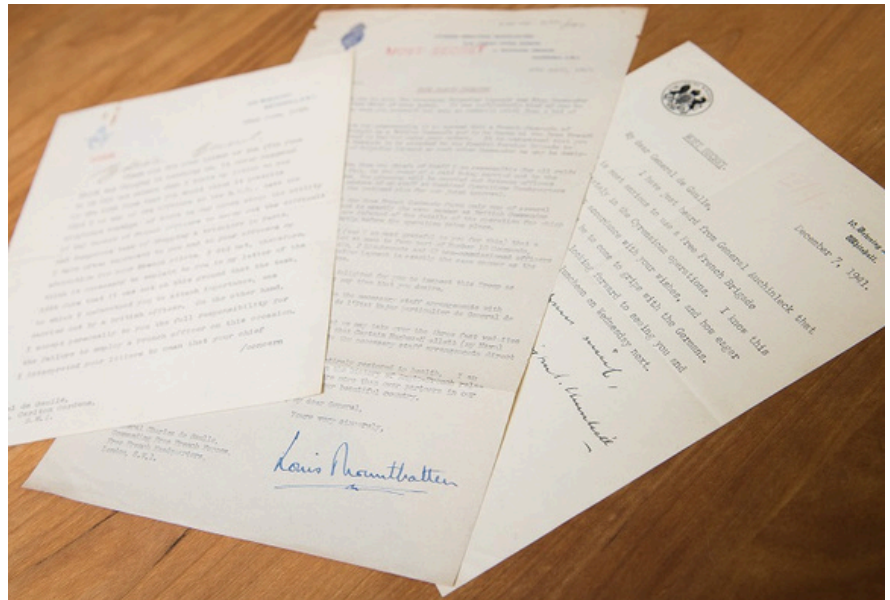
For questions or clarification on whether KOMA applies to a specific situation, employees should contact the Office of General Counsel.

[Learn more about the Kansas Open Meetings Act at KSU](#)

Know Your Records

Take time to review your records and group them into key types: administrative, legal, fiscal, historical, research, and electronic. Each serves a different purpose, from guiding operations to preserving history or supporting research. Knowing what you have and how it's used helps your office stay organized, accountable, and prepared. Start by identifying what's stored where and in what format, paper, digital, or other.

For help on identifying your records, contact the University Records Manager at dnhall@ksu.edu.

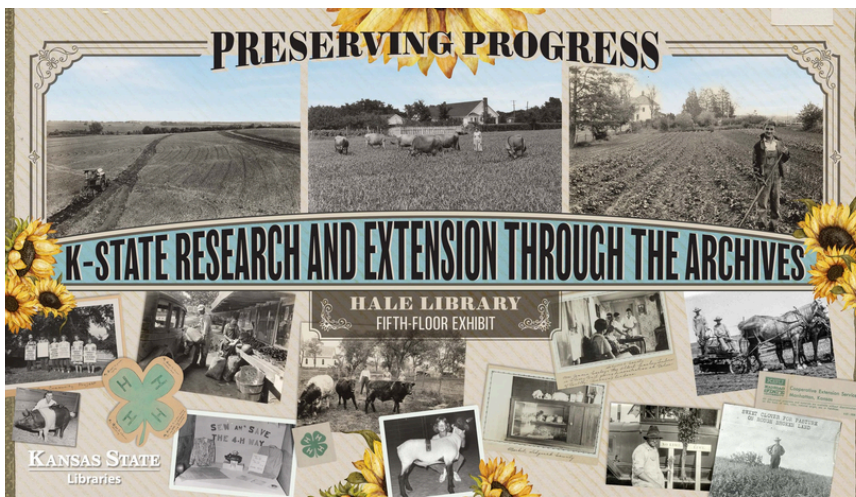


Kansas Open Records Act (KORA)

As employees of Kansas State University, it's important to understand that the university complies with the Kansas Open Records Act (K.S.A. 45-215 et seq.) as a public agency. This means that most university records may be subject to public inspection and copying unless specifically exempted by law. Employees should be aware that any recorded information, regardless of format, that is made, maintained, or kept by the university may be considered a public record. Common exemptions include student records protected under FERPA, portions of personnel files, and unpublished research notes, drafts or data are among the more than fifty exemptions the statute allows. The university is not required to create new records or provide narrative responses to questions.

If you receive a request for records, it must be submitted in writing (including email or fax) and directed to the Open Records Custodian. K-State currently has two custodians. Employees should not attempt to fulfill records requests independently but instead refer them to the designated contacts. The university must respond within three business days and may charge reasonable fees for access, copies, and staff time.

[Learn more about Kansas Open Records Act at KSU](#)



Preserving Progress: A Glimpse into K-State's Extension Legacy

Archives and Special Collections is proud to present *Preserving Progress: Research and Extension Through the Archives*, a compelling new exhibit that brings the story of Extension to life through the lens of history. This curated display showcases the enduring impact of K-State's Extension programs on education, agriculture, and community development across Kansas.

Drawing from a rich collection of archival materials, including photographs, reports, scrapbooks, and club records, the exhibit explores how Extension has evolved over the decades to meet the changing needs of Kansans. Visitors will discover how these programs have served as a vital bridge between the university and communities statewide.

What You'll See

The exhibit highlights:

- 4-H and Youth Development
- Extension Offices and Clubs
- Educational Outreach and Innovation
- Publications and Media
- Experiment Stations and Agricultural Research

Materials are drawn from a variety of archival sources, including K-State Research and Extension offices, 4-H, the Department of Entomology, and county Extension offices such as McPherson, Ottawa, Marshall, and Shawnee.

The exhibit is now on display on the 5th floor of Hale Library.

Guidance on Using AI with University-owned Records and Data

Recently, multiple areas of the library collaborated to develop internal guidance on the use of artificial intelligence (AI) with university-owned records and data. While Kansas State University is still in the process of establishing a formal governance structure and determining which AI systems are officially approved, this document provides best practices for the responsible and effective use of AI technologies by employees working with university-owned records and data.

Additionally, it's important to keep in mind that any data entered into or generated by AI tools may be subject to public records laws. If the information you input or receive qualifies as a public record, it could be requested and disclosed under applicable regulations.

[Learn more about AI guidance](#)

Upcoming Trainings

Records Management 101:

- November 19th, 10:30 am- 12 pm, Zoom

To register for this session, either sign up through [HRIS self-service](#) or send an email to learning-develop-hr@k-state.edu. When sending an email, please include your name, employee ID, and the course title, Records Management 101. Attendees will receive credit in HRIS.

On Demand:

- Microsoft 365 cleanup
- Email cleanup